



**ASSISTANT SUPERINTENDENT
RECORDS SECTION / ELECTIONS SECTION
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS AND LICENSING SERVICES DIVISION
Annual Salary Range: \$60,347 – \$76,493
Job Announcement: 06WM5960
OPEN: 4/10/06 CLOSE: 4/28/06**

WHO MAY APPLY: This position is open to King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be sent or delivered to: King County Human Resources Division, 500 4th Avenue, Room 450, Seattle, WA 98104. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ward MacKenzie at (206) 296-1584 for further inquiries. **NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: Interested individuals may apply by submitting the following:

- [King County Application](#)
- Resume
- Letter of interest detailing your background and describing how you meet or exceed the requirements
- Written responses to the supplemental questions

WORK LOCATION: King County Administration Building, 500 Fourth Avenue, Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime pay. Typical work hours are 40 hours per week, 8:00 AM - 5:00 PM, Monday through Friday or other schedule as assigned. **NOTE:** The Assistant Superintendent of Elections position requires substantial overtime work during election periods.

JOB DESCRIPTION: The successful candidate for the Assistant Superintendent position is highly skilled at managing people and work groups, plans effectively for both long term improvements and daily operations, and has (or is able to rapidly acquire) technical expertise in performing an essential function within King County Government. This recruitment will be used to fill vacancies in the Assistant Superintendent class within the Division. There are current vacancies in both the Records and Elections sections. Qualified applicants may be considered for either vacant position.

The Assistant Superintendent of Elections has operational responsibility for assigned work programs and/or units within the Elections section under the supervision of the Superintendent of Elections. The Elections section manages, plans, coordinates, and administers all regular and special elections throughout King County. King County has approximately 1.1 million registered voters, over 2,600 voting precincts and more than 540 polling locations across the county. In addition, in a countywide election there are approximately 600,000 absentee/mail ballots issued and processed. As King

County moves to a new vote-by-mail process, the Assistant Superintendent will play a key role in the planning process, and will be part of the team to design work methods, select and implement technology, and identify and implement other solutions to support election initiatives.

The Assistant Superintendent of Records has operational responsibility for the day-to-day management of the Records Section (Recorder's Office) under the supervision of the Superintendent of Records. The Recorder's Office records, maintains, and provides public access to public documents, and collects real estate excise taxes for real estate transactions in King County. The Records Section has 30 staff, an annual budget of approximately \$2.9 million, and manages revenues of approximately \$500 million annually. In 2005, the office recorded over 700,000 documents and processed over 80,000 excise tax affidavits. Over 14 million documents are permanently stored and made accessible in the Records Section.

ESSENTIAL DUTIES:

The Assistant Superintendent is responsible to help develop, oversee, implement, and administer policies and procedures, conduct planning and manage operations in their assigned area. The following are some of the essential duties relevant to this position. Other duties may also be relevant to specific program areas.

- Manage operations within a section of the Division.
- Participate in strategic planning, and maintain continuous quality improvement in assigned area of responsibility.
- Supervise the work of individual staff and work groups, participate in the hiring process, recommend personnel actions including hiring, recognition, and disciplinary actions.
- Develop performance measures, coach employees, create individual development plans, and conduct performance evaluations.
- Monitor expenditures and reallocate resources as necessary to achieve goals.
- Ensure compliance with federal, state, and local laws and codes, and relevant policies and procedures.
- Develop, document, maintain and ensure implementation of standards, policies and procedures for assigned areas.
- Respond to constituent and customer inquiries in writing and in person regarding program results, procedures, and activities involving areas of significant public/political visibility and sensitivity.
- Prepare management briefings and reports to assist senior leadership in decision making, policy development, and operational planning.
- Ensure excellent customer service is delivered at all levels of operations.
- Provide the Superintendent with staff support in other projects as assigned.

QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business, or other field relevant to the requirements of this position and three (3) years of increasingly responsible supervisory and/or management experience – or the equivalent combination in education and experience that meets the required knowledge and abilities.
- Additional years of experience may be substituted year for year for the Bachelor's Degree requirement.
- A Master's Degree in Public Administration, Business Administration or other relevant field may be substituted for one year of experience.

- A professionally recognized certification in Elections or Records may be substituted for one year of the above requirements.
- Experience in supervising and managing a diverse work force for successful mission outcomes.
- Knowledge, training and experience with effective use of human resources management techniques and principles.
- Experience managing complex budgets and tracking resource expenditures (both fiscal and personnel).
- Proven success implementing new projects.
- Proven success with assessing, designing and implementing improvements in operations and processes, including reducing error rates, and documenting and maintaining policies and work procedures.
- Skills in working effectively with the general public, employees, stakeholders, and elected officials.
- Demonstrated ability to direct individual employees and work groups in providing excellent direct customer service to both internal and external customers and stakeholders.
- Proficiency with Windows based office computer applications including Word, Excel, and Outlook
- Experience with large scale database applications and/or document imaging systems.
- Demonstrated ability to ensure compliance with federal, state, and local laws and codes, and relevant policies and procedures in a public policy area.
- Excellent oral and written communication skills, including proper use of English, grammar, and spelling and ability to apply appropriate tone to correspondence.
- Demonstrated problem solving and analytical skills.

DESIRABLE QUALIFICATIONS:

The most competitive candidates will demonstrate one or more of the following qualifications:

- Three or more years of program specific experience in Elections
- One or more years at a supervisory/management level in Elections
- Certification as an Elections & Registration Administrator (CERA) through The Election Center.
- Three or more years of program specific experience in Records, Recording and Document Imaging
- One or more years at a supervisory/management level in Records, Recording and Document Imaging.
- Equivalent professional experience in a government / public agency work environment.

CERTIFICATION REQUIREMENTS:

Applicants selected for a position within the Elections section must become certified as a Washington State Election Administrator (pursuant to RCW 29.60.030).

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner 24 hours per day.
- Ability to occasionally transport items weighing up to 35 pounds.
- Applicants selected for a position within the Elections section must be able to work additional hours on short notice (including early mornings, evenings, weekends and holidays) during the period immediately preceding and following large elections.

SELECTION PROCESS: Application materials will be screened and evaluated for qualifications, clarity and completeness. Qualified candidates may be administered a computerized exam to test office and software skills before being considered for an interview. The most competitive candidates will be invited to oral interviews. Highest rated finalists will be considered for vacant positions as they occur within the Division.

CLASS CODE: 2813100

**SUPPLEMENTAL QUESTIONNAIRE
ASSISTANT SUPERINTENDENT
RECORDS SECTION / ELECTIONS SECTION
Job Announcement No.: 06WM5960**

Provide a written response to the following questions. Your response should be limited to no more than 1 page per question with minimum ½" margins and minimum font size 10. Please include your name and job announcement number at the top of each page.

1. Describe your specific program experience (if any) in each of the following areas. Please be as complete and specific as possible, giving examples of your skills, duties, assignments, projects, and other relevant information that will help us assess your knowledge and technical skills in managing government programs.
 - a) Elections and Voter Registration
 - b) Recording and Document Imaging
 - c) Other government agencies or programs

2. Describe your experience in providing leadership, supervision, and management direction in a high volume, mission critical environment.

3. Describe your knowledge and experience managing projects to implement new technologies, initiate organizational changes, make operational improvements and/or implement continuous quality improvement.

4. Explain the most complex challenge that you were responsible for resolving as a manager or as part of a management team and how you handled it.

